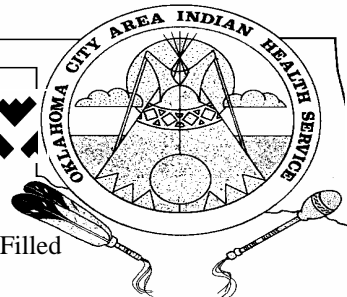


U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
OKLAHOMA CITY AREA INDIAN HEALTH SERVICE
DIVISION OF HUMAN RESOURCES



VACANCY ANNOUNCEMENT: SER-06-0032-OCA

POSITION: Podiatrist, GS-0668-14

(Excepted Temporary or Term Appointment NTE 2 years)

SEE CONDITIONS OF EMPLOYMENT

OPENING DATE: 05-30-06

CLOSING DATE: Open Until Filled

DUTY LOCATION: Oklahoma City Area Office, Office of Health Care Systems

(Duty station will be at the Oklahoma City Indian Clinic, Oklahoma City, Oklahoma)

STARTING SALARY: May be adjusted on Present/Former Federal Employees

GS-14: \$87,533 per annum

PROMOTION POTENTIAL: None Beyond GS-14

SUPERVISORY/MANAGERIAL: No

RELOCATION EXPENSES: May Be Authorized in Accordance
With Federal Regulations

AREA OF CONSIDERATION: Open To All U.S. Citizens

DESCRIPTION OF ASSIGNMENT: This position is located at the Oklahoma City Indian Clinic (OCIC) in Oklahoma City, but requires the incumbent to provide podiatric services at three other Indian health care facilities. The other three facilities are El Reno Indian Health Center, Kickapoo Health Center and the Absentee Shawnee Health Center. The four clinics serve 2500 diabetic patients. Services will be provided in an ambulatory care setting. The podiatrist has the responsibility for providing comprehensive direct podiatry services to the extent possible in an ambulatory setting and to make recommendations for additional care when inpatient or complex surgical treatment is indicated. The podiatry services provided requires the recognition, treatment and prevention of pathology involving feet and ankles. Establishes a referral relationship with IHS and Tribal hospitals for care to patients needing complex surgical procedures. Conducts podiatry clinics and training sessions at the Oklahoma City Indian Clinic, El Reno Indian Health Center, Absentee Shawnee Indian Health Center and the Kickapoo Health Center. Maintains clinical and administrative records as required. Incumbent works under the supervision of the Oklahoma City Area Diabetes Consultant. The incumbent works independently without direct supervision. Work is peer reviewed through chart reviews.

INDIAN PREFERENCE: In the filling of this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service Policy.

EQUAL EMPLOYMENT: Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, or membership or non-membership in any employee organization.

REASONABLE ACCOMMODATIONS: Reasonable accommodations will be made for qualified applicants or employees with disabilities, except when so doing would impose an undue hardship on the Indian Health Service.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES - Applications will be accepted only from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service), from current IHS employees who are eligible for Indian Preference, and from individuals who are eligible for excepted appointment in IHS under some other authority (e.g., handicapped authority, etc.). Those MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provision by indicating on their application, "Consideration under both MPP and ESEP."

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R., Part 213, Schedule A 213,3116(B)(8).

VETERANS PREFERENCE: - Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

OPEN TO ALL U.S. CITIZENS: Applications will be accepted from all U.S. citizens and will be evaluated under competitive OPM Delegated Examining Authority.

This Position is in a Smoke-Free Environment

ADDITIONAL SELECTIONS OF CANDIDATES MAY BE POSSIBLE WITHIN 90 DAYS FROM THE DATE THE CERTIFICATE OF ELIGIBLES IS ISSUED FROM THE VACANCY ANNOUNCEMENT, FOR FILLING ADDITIONAL SIMILAR VACANCIES.

INFORMATION ON CAREER TRANSITION ASSISTANCE PLANS:

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY UNDER THE DHHS CAREER TRANSITION ASSISTANCE PLAN (CTAP).

If you are currently a DHHS/IHS employee who has received a Reduction in Force (RIF) separation notice, a Certification of Expected Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, you may be entitled to Special Selection Priority under CTAP. To receive this Special Selection Priority you must:

1. Be a current DHHS/IHS career or career-conditional (tenure group I or II) employee in the competitive or excepted service who has received a RIF separation notice, a Certification of Expected Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, and the date of the RIF separation or date of the separation for declining a directed reassignment or transfer of function has not passed, and you are still on the rolls of DHHS/IHS. **YOU MUST SUBMIT A COPY OF THE RIF SEPARATION NOTICE, CES, OR NOTICE OF PROPOSED SEPARATION FOR DECLINING A DIRECTED REASSIGNMENT OR TRANSFER OF FUNCTION OUTSIDE THE LOCAL COMMUTING AREA, ALONG WITH YOUR APPLICATION.**
2. Be applying for a DHHS/IHS position that is at or below the grade level of the position from which you are being separated. (Note: If applying for DHHS position outside IHS, employee may need competitive status) The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting Special Selection Priority. For IHS employees occupying positions at grade GS-9 and above (or wage grade equivalent), Special Selection Priority is extended nationwide when applying for IHS positions at grade 9 and above.
5. File your application by the vacancy announcement closing date, or within seven workdays after receiving notification of vacancy whichever is longer, and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the qualifications for the position, any documented selective factor, physical requirements and be rated *"well-qualified."

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY UNDER OPM'S INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP). Displaced employee means a current or former career or career-conditional competitive service employee, in tenure group II, or I who has received a specific RIF separation notice or meets one of the following conditions cited under 1. A.

If you are a displaced Federal employee, you may be entitled to receive Special Selection Priority under the ICTAP. Eligibility expires one year after separation. To receive this Special Selection Priority, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your Special Selection Priority status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
 5. Retired under the discontinued service retirement option; or
 6. Were separated, or to be separated, because they declined a transfer of function or directed reassignment to another commuting area.
 - OR

 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting Special Selection Priority.

5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated *'well-qualified' for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

*Well-qualified employees are eligible employees who satisfy all education, experience, and knowledge, skills, and abilities (KSA) factor(s) for this vacant position. Well qualified employees are those who meet the above average range of a four-level crediting plan for all KSA factor(s).

CONDITIONS OF EMPLOYMENT:

1. Excepted Temporary Appointment NTE 2 years or Term Appointment NTE 2 years – Agency has option of extending this for up to four years total.
2. **IMMUNIZATION REQUIREMENT** – In accordance with the IHS Employee Immunization policy, selectee will be required to be immunized against measles and rubella by providing documentation/proof of immunity to measles and rubella prior to entrance on duty. Exceptions are persons born before 1957 who are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individual who are allergic to a component of vaccine or have a history of severe reaction to a vaccine or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.
3. In accordance with the Child Care Services Act, applicants must complete the attached addendum and submit it to the Human Resources Office with their application.
4. This position requires that the selected individual obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subject to an adverse action, up to and including removal from the Federal service.

APPLICATION PROCEDURES

SUBMIT APPLICATION TO THE FOLLOWING ADDRESS: Oklahoma City Area Indian Health Service, Division of Human Resources, Five Corporate Plaza, 3625 NW 56th Street, Oklahoma City, OK 73112. All applications become property of the Human Resources Office and will not be returned. Therefore, all original documents and the completed application forms should be duplicated before being submitted. **ALL APPLICATIONS AND FORMS MUST ACTUALLY BE RECEIVED IN HUMAN RESOURCES BY 4:30 P.M. ON THE CLOSING DATE. ELECTRONICALLY FILED APPLICATIONS WILL BE ACCEPTED. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not fax vacancy announcements. For further information or application forms contact the Area Division of Human Resources at 405-951-3718 or 951-3750. Forms may also be available at nearest IHS facility. Vacancy announcements may also be downloaded from the OPM Website - USAJOBS at <http://www.usajobs.opm.gov> or IHS Website at <http://www.ihs.gov>. The IHS Website has [current vacancy locations](#) listed.

EMAIL APPLICATIONS: The Vacancy Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at the Human Resources Office. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully. The email address for acceptance of online applications for individual vacancy announcements is aov@na.ihs.gov.

APPLICATION FORMS LISTED BELOW MUST BE SUBMITTED AND INDIVIDUALLY IDENTIFIED BY ANNOUNCEMENT # SER-06-0032-OCA

1. **The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment.** Applicants must submit one of the following: (1) OF-612, (Optional Application for Federal Employment), (2) SF-171 (Application for Federal Employment), (3) Resume, or (4) any other written application format. **For (3) and (4) see "ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND . . ." section below.** On the SF-171, items 37-47 should not be completed. Position Descriptions will not be accepted.
2. **"Declaration for Federal Employment" (OF-306 Revised January 2001)** must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**
3. **Verification of Indian Preference:** Applicants who wish to receive Indian Preference, must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," that he/she is an Indian as defined by Part 7, Chapter 3, "Indian Preference," Indian Health Manual (03/14/2001). Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of such proof with their applications. Current employees who were employed by IHS on February 16, 1978 and who received preference according to the rules and procedures in effect at the time preference was granted, and who have been continuously employed with IHS, must submit a copy of the proof they submitted at the time preference was granted. **All applicants must submit documentation satisfying one of the above requirements.**
4. **Copy of latest Personnel Action (SF-50)**, if a current or former Federal Employee, and if requesting Reinstatement Eligibility, the **SF-50 proof of Career or Career-Conditional Status** must be submitted.

5. If claiming Veterans Preference, a copy of all DD-214 forms, one for each period of service, and, if claiming 10-point Veterans Preference an SF-15 with all supporting documents. (Form available at nearest IHS facility)
6. A copy of your most recent performance appraisal (required for current Federal employees)
7. Attached "Addendum to Declaration for Federal Employment (IHS) in Child Care and Indian Child Care Worker Positions" for civil service and commissioned corps applicants. This OMB Approved Form No. 0917-0028 is available at nearest IHS Facility. Narrative Statement, related to the Quality Ranking Knowledges, Skills, and Abilities (KSA's) as outlined in Evaluation Methods.
8. A copy of college transcript(s), listing college courses and credits earned, is required in order receive appropriate credit for education. When allowed by Qualification Standards, copies of training certificates (non-college) must be submitted for appropriate credit.
9. A copy of Doctor of Podiatric Medicine (D.P.M) diploma and certificates indicating completion of post-graduate training in a school-affiliated podiatrist's office (preceptorship) or residency is required to receive appropriate credit for education.
10. Current Licensure: Must submit copy of current license to practice podiatric medicine in one of the States, the District of Columbia, or Puerto Rico.

ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. Applicants for positions in some occupational series must meet certification, licensure, or registration requirements, if required by law, in addition to meeting experience and/or educational requirements. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #6 (HIGH SCHOOL), #7 (COLLEGES AND UNIVERSITIES), #8 (WORK EXPERIENCE), AND #10 (JOB-RELATED TRAINING) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. **ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

1. Announcement Number, title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Highest Federal civilian grade held (give Job Series and Dates held).
6. High School - Name, City, State (Zip Code if known), and date of Diploma or GED.
7. College and University Credit/Degrees - Name, City, State (Zip Code if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter Hours earned).
8. Work Experience (paid and non-paid) - Job Title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day, and year), Hours Per Week, and Salary.
9. Indicate if we may contact your current Supervisor.
10. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments.

NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERAN PREFERENCE, INDIAN PREFERENCE, EDUCATION, TRAINING, AND/OR EXPERIENCE. All application forms are subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statement or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of suitability for Federal employment.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet all requirements cited in the following "qualifications required section" within 30 days after the closing date of the vacancy announcement.

QUALIFICATION REQUIREMENTS

Excepted Service Indian Preference applicants, both those who apply under the Excepted Service Examining Plan (ESEP) and those who are currently on permanent appointment in Indian Health Service, will be rated in accordance with the Indian Health Service Excepted Service Qualification Standards (if established). Normally, Competitive Service Indian Preference applicants will be rated in accordance with the Office of Personnel Management (OPM) Qualification Standards Handbook, however, these applicants who wish to be considered under the ESEP will be rated separately under the IHS Excepted Service Qualification Standards, or under both standards, if requested. All Non-Indian Preference applicants will be considered under OPM Qualification Standards. The two Qualification Standards are essentially the same, however, any Time-In-Grade requirements will not apply to ESEP applicants. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

QUALIFICATIONS REQUIRED:

Basic Requirements:

Degree: Doctor of Podiatric Medicine (D.P.M.) from a school of podiatric medicine accredited by the Council on Podiatric Medical Evaluation in the year in which the degree was granted.

Licensure: Applicants must be currently licensed to practice podiatric medicine in one of the States, the District of Columbia, or Puerto Rico.

Applicants who meet the basic requirements qualify for GS-11.

Additional Requirements for Grades GS-12 and Above:

In addition to meeting the basic requirements, applications must have 1 year of experience equivalent to at least the next lower grade level in the practice of podiatry in an office, clinic or hospital

OR

For GS-12 positions, 1 year of post-graduate training in a school-affiliated podiatrist's office (preceptorship) or residency is qualifying.

OR

For GS-13 positions, 2 years of post-graduate training in a school-affiliated podiatrist's office (preceptorship) or residency is qualifying.

OR

For GS-14 positions, 3 years of post-graduate training in a school affiliated podiatrist's office (preceptorship) or residency is qualifying.

TIME-IN-GRADE REQUIREMENTS: MPP candidates must have completed at least one year of service at the GS-13 for the GS-14.
Time-in-grade provisions do not apply under ESEP.

EVALUATION METHODS: When required by Personnel Regulations, an evaluation will also be made to the extent to which experience, education, training, self-development, outside activities, and/or awards demonstrate that basically qualified applicants possess the Ranking KSA's described below. This will determine the Highly qualified applicants among the Basically qualified eligibles. Measurement of possession of the KSA's will be accomplished through review of the Application forms, performance appraisals (MPP candidates only), the Narrative Statement related to the KSA's, employment interviews and reference check results.

Ranking KSA's:

1. Knowledge required to practice clinical/surgical podiatry with documented training and experience in diagnosis and treatment of diabetes related, traumatic and pediatric disorders of the entire foot ankle.
2. Skill in diagnosing and treating lower extremity disorders requiring surgical intervention as evaluated through standardized professional examination and/or case review.
3. Ability to assimilate, prioritize, and present information related to podiatric health care to patients, health care providers and administrators as demonstrated through previous publications and research.

NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE POSSIBLE CREDIT FOR THEIR INDIAN PREFERENCE, EDUCATION, TRAINING, AND/OR EXPERIENCE. All application forms are subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

SELECTION FOR THIS POSITION WILL BE IN ACCORDANCE WITH THE INDIAN PREFERENCE POLICIES OF THE INDIAN HEALTH SERVICE AND THE OKLAHOMA AREA. CANDIDATES, IF CLAIMING INDIAN PREFERENCE, MUST FURNISH THE APPROPRIATE DOCUMENTATION AS EXPLAINED UNDER "APPLICATION PROCEDURES" OR WILL BE CONSIDERED AS A NON-INDIAN CANDIDATE ONLY.

RECRUITMENT CASE FILE CONTACT:

La Donna M. Cortez
Human Resources Specialist
(52# 050378, JR# 021989)

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Addendum to Declaration for Federal Employment (OF 306)

Indian Health Service

Child Care & Indian Child Care Worker Positions

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Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____

(Please print)

Job Title in Announcement: _____ **Announcement Number:** _____

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

1) Have you ever been arrested for or charged with a crime involving a child? YES _____ NO _____

[If AYES≡ provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? YES _____ NO _____

[If AYES≡ provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature (sign in ink)

Date

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. ***Please do not send completed data collection instruments to this address.***